

## **I. OVERVIEW OF SAFETY AND SECURITY DEPARTMENT:**

The Safety and Security Department supports the College mission by providing a safe and secure campus for faculty, staff, students and visitors. The main office of the Safety and Security Department is located on the main campus of Central Carolina Technical College, Building M100, Room 100. The department reports to the Vice President for Business Affairs. Security Officers are posted at the main campus, Health Sciences Center, Legal Studies Center, F.E. Dubose Campus, and both Kershaw County Campuses. The Safety and Security Department is responsible for opening doors, responding to incidents which arise on campus, patrols and ticketing in the parking lots, student escorts, visitor questions, and any student code of conduct violation. Buildings are patrolled by foot every two hours, and the parking lots are patrolled by a vehicle and a golf cart. Central Carolina Technical College Security is augmented by off-duty Sumter police officers during peak hours of the day and evening. These officers bring a law enforcement capability to the College's main campus, and can affect arrests when necessary.

### **Working Relationships:**

The Safety and Security Department works closely with all police departments which have jurisdiction in the areas where our campuses are located. The Sumter Police Department has jurisdiction and full investigatory powers over main campus, the Health Sciences Center and Legal Studies Center. The Clarendon County Sheriff's Office has jurisdiction and full investigatory powers over the F.E. Dubose Campus. The Camden Police Department has jurisdiction and full investigatory powers over both Kershaw campuses. The Bishopville Police Department has jurisdiction and full investigatory powers over the Lee County Site. There are no memorandums of understanding between the College and these police departments.

## **II. GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Any crime against an individual or property affects the entire college community. The watchful eyes and ears of concerned community members who report suspicious behavior, safety hazards, and violations of the law or student code of conduct allow the Safety and Security Department to take a proactive, rather than reactive approach to the safety and well-being of the community they serve. In the event of an emergency situation, or to report a crime, contact the Safety and Security Department at the numbers listed below. An incident report will be generated by the security officer, and local authorities contacted if necessary.

### **Confidential Reporting**

While incident reports are most useful with detailed information including the person reporting the incident or crime, it is possible to anonymously report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. This can be accomplished by contacting the Safety and Security Department by telephone, or talking with a College Campus Security Authority.

## **III. HOW TO CONTACT SECURITY:**

### **Main Campus:**

The Safety and Security Office is located in building M100, room 100, and can be reached by dialing extension 223 from an on-campus phone; or from an off-campus phone, by dialing 803-778-6623. Security is on campus from 6:00 am until 10:30 pm Monday - Friday, and on Saturday and Sunday as needed.

### **Health Sciences Center (HSC) and Legal Studies Center (LSC):**

The security officer for both buildings is located in the HSC front atrium. He/she can be reached by dialing extension 337 from an on-campus phone; or from an off-campus phone, by dialing 803-774-3337. Both the HSC and LSC are open from 7:00 am until 8:00 pm Monday - Friday.

### **Kershaw County Downtown Campus (KCDC) and Kershaw County Campus (KCC):**

The Program Manager and Administrative Assistants at these campuses act as Campus Security Authorities (CSA) when security officers are not on campus. The CSA and security officer can be reached in person at these campuses by dialing extension 655 from an on-campus phone; or from an off campus phone, by dialing 803-425-8388. Security is on campus at these locations from 5:00 pm until 8:30 pm, Monday - Thursday.

**F.E. Dubose Campus:**

The F.E. Dubose Career Center Director and the Program Manager/Admissions Counselor act as CSA's when security officers are not on campus. Security officers work varying hours, Monday - Thursday at this campus. Security or the CSA can be contacted at the campus by dialing 803- 473-2531.

**Lee County Site:**

The Lee County Site does not have a security officer. The Administrative Assistant at this site serves as a CSA. This site is under the jurisdiction of the Bishopville Police Department. To report a crime at this site, dial 911 and notify the CSA in the main office in person or by dialing 803-483-2282.

**IV. TIMELY WARNINGS:**

In the event a situation arises, either on or off-campus, that in the judgment of the College's Leadership Team, constitutes an ongoing or continuing threat to the College community, a campus wide timely notification will be sent via the methods described below from the Safety and Security office. Anyone with information warranting a timely warning should report the circumstances to the Safety and Security Department by phoning 803-778-6623 (or extension 223). Timely Warnings are distinct from emergency notifications in that they only deal with Clery Act crimes or other crimes that have been reported and pose a continuing threat to the campus community. Clery Act crimes include: criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, forcible rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson.

**V. EMERGENCY NOTIFICATION SYSTEMS**

The College uses Blackboard/Connect to deploy the following types of emergency notification alerts to inform faculty/staff, students, and visitors of emergencies on campus requiring immediate action:

- Text Messaging: Individuals with cell phone numbers specified in the Banner system are included in the notification delivery. Individuals must opt out in order to be excluded from this service.
- Broadcast Messaging: The Safety and Security Department can broadcast emergency messages to classrooms and offices to be displayed on computer monitors and/or projected onto screens or monitors through computer projection technology.
- Digital Signage: Digital signs have been installed throughout the College and are used to display emergency messages.
- Phone intercom system: allows campus phones to become intercoms to communicate important messages via desktop phones around the College.

These systems are tested at least once a year and combine to provide timely emergency notification to all individuals on any CCTC campus.

**VI. ACCESS TO CAMPUS FACILITIES:**

Central Carolina Technical College is open to the public. The campus property is posted. During normal school hours, all college buildings are open for business. After hours the buildings are opened as events are scheduled. When unauthorized persons are found on campus, and do not have a legitimate business need, they will be asked to leave. If they refuse to do so, or if they return, the Sumter Police Department will be notified and they will be arrested and charged with trespass after notice.

**VII. CRIME STATISTICS:**

The information below provides a context for the crime statistics reported as part of compliance with the Clery Act.

The statistics below are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Central Carolina Technical College submits the annual crime statistics published to the Department of Education (ED). The statistical information gathered by the Department of Education is available at the ED website. In addition, a daily crime log is available for review on the College's website. The procedure for preparing the annual disclosure of crime statistics includes reporting statistics from the Sumter Police Department, Camden Police Department, Clarendon County Sheriff's Office and the Bishopville Police Department. For statistical purposes, crime statistics reported to any of these sources are recorded for the calendar year the crime was reported. Information received from the CSA's at outreach locations is also included in this report.

## **Definitions Of Categories Reported In The Crime Log:**

**Aggravated Assault:** An unlawful act by one person upon another person for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Disciplinary Referrals:** Include those individuals referred to the Vice President for Student Affairs office for liquor law, drug law and illegal weapons violations by the Safety and Security Department or a CSA at the outreach locations.

**Drug Abuse Violations:** Violations of state and local law relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth, or because of his or her temporary or permanent mental or physical incapacity.

**Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and or other conduct, but without displaying a weapon or subjecting the victim to an actual attack.

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkeness and driving under the influence are not included in this definition).

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Sexual Assault with an Object:** the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex-Offense – Non-Forcible:** Unlawful, non-forcible sexual intercourse.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the age of consent.

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: carrying deadly weapon, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

### **Domestic Violence, Dating Violence and Stalking:**

**Domestic Violence is defined as:** "A felony or misdemeanor crime of violence committed by: (1) A current or former spouse or intimate partner of the victim, (2) A person with whom the victim shares a child in common, (3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or (5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

**Dating Violence means** "violence committed by a person: (1) Who has been in a social relationship of a romantic or intimate nature with the victim; and (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: a) The length of the relationship; b) The type of the relationship; and c) The frequency of interaction between the persons involved in the relationship."

**Stalking is defined as:** "engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for his or her safety or the safety of others; or (2) Suffer substantial emotional distress."

## **VIII. DEFINITIONS OF GEOGRAPHY**

**On-Campus (Main Campus of CCTC):** Any building or property owned or controlled by an institution with the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. The following buildings/areas of Central Carolina Technical College comprise this category for crime statistic reporting. M100, M200, M300, M300A/B, M400, M500, M600, M700.

**Non-campus**—any building or property owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The following are included in Central Carolina Technical College's statistics for this category: Shaw Center, Shaw Base Education Center, F.E. DuBose Career Center, Natural Resources Management Center, Kershaw County Campus, Kershaw County Downtown Campus, Lee County site, Legal Studies Center, and the Health Sciences Center.

**Public Property**—all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

#### ANNUAL CRIME STATISTICS-JANUARY-DECEMBER 31, 2013:

Crime	Main Campus			Non-Campus building or property			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Rape	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Hate/Bias Crimes:									
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	1	0	0
Intimidation	0	0	1	0	0	0	0	0	0
Destruction, damage or vandalism	4	0	0	0	0	0	0	0	0
Arrests/college disciplinary actions:									
Liquor Law Violations	1	1	0	0	0	1	0	0	0
Drug Violations	0	2	3	0	0	1	0	0	0
Weapons Possession Violations	0	1	0	1	0	1	0	0	0

#### IX. HATE CRIMES:

The College strives to foster a safe and healthy learning environment that is based on diversity and inclusion of all members of the CCTC Community. A hate crime or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. The hate crime statistics are separated by category of prejudice and include Simple Assault, Intimidation, Vandalism, Larceny and any other crime that involves bodily injury. These categories are required to be reported in the hate crime statistical information, if the investigation revealed they were crimes of bias.

#### X. CRIME PREVENTION

While the college makes considerable effort to ensure the safety and security of all students and visitors, it is the individual's responsibility to take precautions to protect himself/herself. In addition, a member of campus security is available to speak with concerned students or other groups, at any time. Safety information is also distributed via myCCTC announcements, electronic mail, and during all new student orientation sessions.

## **Campus Safety Tips**

1. Walk with friends (especially at night). There's safety in numbers!
2. Don't carry large amounts of cash.
3. Don't leave your belongings (books, coat, purse) unattended in the classroom, student center or library area.
4. Keep your car doors locked.
5. Have your keys in hand as you leave the building and check the back seat before getting into your car.
6. Park in well-lighted areas.
7. Lock valuables in your trunk. Valuable items in plain view in your car encourage theft and vandalism.
8. Be aware and concerned about the use and abuse of alcohol and other drugs. Sexual abuse, date rape and other violent acts occur more often when people are under the influence of alcohol and drugs. (CCTC complies fully with the Drug Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws)
9. Don't let yourself be a threat to safety and always seek effective, nonviolent ways to resolve disagreements.

## **XI. SEXUAL ASSAULT:**

Sexual assault is a violent act of aggression which violates the basic principle of human dignity. Quite often, persons who commit this crime are known to their victims and these cases are the least reported. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. If you have been a victim of sexual assault, Central Carolina Technical College is interested in providing you with support and information. The Counseling Services office employs trained professionals who are willing to assist students who have been so victimized. For your protection, if you are raped or sexually assaulted on campus:

1. Report it immediately to Campus Security at (803) 778-6623 (or extension 223)
2. Give Campus Security the following information:
  - Your exact location
  - Your name and the phone number from where you are calling
3. Do not disturb the crime scene. Washing or changing clothes will destroy evidence.
4. Advise if you would like a friend or family member to be contacted.
5. Security will cordon off the area, and ensure the crime scene remains intact to preserve evidence for the police investigation.

A female officer or counselor (if available) will escort you to the hospital for treatment and interview you upon completion of medical treatment. Personal information related to the criminal offense is confidential. They will escort you to police headquarters and keep you informed of the investigation, including arrests. A counselor and/or victim's/witness coordinator from the solicitor's office will help file any documents related to the S.C. Victim's Compensation Fund. The College also has a working relationship with Sexual Trauma Services of the Midlands, and can ask that they step in and provide support and counseling services to any student who is a victim of sexual assault.

You may request further help from the College through the Safety and Security Department, Counseling Services or the Vice President for Student Affairs.

- The Safety and Security Department will contact law enforcement
- The College's counseling office will offer emotional support and refer you to community resources for victims of sexual assault. When possible and if requested, counseling staff can also help change your academic schedule.
- The Vice President for Student Affairs will initiate disciplinary proceedings when a student is accused of a sexual assault on campus. Both the accuser and the accused are entitled to due process as outlined in the College's Catalog/Student Hand book, and both will be notified of the outcome of any disciplinary proceedings. Stacia Hernandez-Sanders serves as the College's Title IX coordinator. Ms. Sanders can be contacted in her office in Building M300 Room M317 or contacted via telephone at 803-778-7871 (or extension 471).
- Pursuant to the Violent Crime Control and Law Enforcement Act of 1994, information concerning registered sex offenders may be obtained on the Internet at [www.sled.sc.gov](http://www.sled.sc.gov) or by calling the CJIS help desk at 803-896-7216.



**XII. DRUG AND ALCOHOL POLICY:**

Students or employees of Central Carolina Technical College shall not unlawfully possess, sell, use, manufacture, give away or otherwise distribute illegal substances while on campus, attending a College sponsored event, or while serving as a representative of the College at off-campus meetings. This policy applies to alcoholic beverages where prohibited. Those who violate this policy will have charges processed against them in the normal manner of due process provided by College rules outlined in the Student Handbook, and College Directives manual. Separate materials have been prepared by the College on alcohol and drug possession, use, and sale.

**XIII. FIREARMS AND WEAPONS POLICY:**

CCTC is committed to providing a safe and secure learning environment that supports the academic mission of the College. With this goal in mind, students, faculty, staff, as well as visitors are prohibited from possessing firearms, explosives, weapons, and any such device that may be construed as such on any campus (including parking lots) of the College, or in any building under the College's control. This prohibition applies regardless of whether a federal or state license to possess the same has been issued to the possessor. There are some limited exceptions to this policy such as: certified and licensed law enforcement personnel who are authorized to carry a firearm during the course of their official duties, are permitted to carry firearms on College property.

**XIV. SEARCH POLICY:**

In accordance with Title 59 of the South Carolina Code of laws, all persons, possessions and vehicles are subject to search at any time while on any campus of CCTC. In accordance with the law, reasonable suspicion must exist before a search can be conducted.

**XV. PREVENTION PROGRAMS:**

The Safety and Security Department, in conjunction with the student life office offers programs for students on how to prevent crimes, how to respond and report, and what information is needed when reporting a crime. Also part of this program is how to be a good witness, and reporting a crime as a witness. The Safety and Security Department, in conjunction with the student affairs office, provides sexual assault, domestic violence and drug and alcohol awareness programs for students.

**XVI. DISTRIBUTION OF THE ANNUAL SECURITY REPORT:**

This report is distributed via a mass e-mail sent to students each academic semester. Hard copies of the report can be printed from the college's website, or obtained by request at the main campus security office.